



GREEN OAK CHARTER TOWNSHIP
 10001 SILVER LAKE ROAD, BRIGHTON, MI 48116
 PHONE: 810-231-1333 • FAX 810-231-5080

SPECIAL EVENTS APPLICATION

Application must be submitted to the Township Supervisor no later than 90 days prior to the event. Please enclose a application fee of \$250.00. Incomplete applications will not be accepted and event shall be denied.

Type of Event:

- Antique/Art/Auction/Craft Show
- Bike/Race/Run/Triathlon/Walk
- Block Party
- Boat/Car Show/Festival/Market/Tournament
- Church/Concert/Live Entertainment
- Demonstration
- Fireworks
- Fundraiser
- Food Truck Event
- Parade/Public Assembly
- Reoccurring Event
- Retail Sales
- Other (specify) _____

Applicant(s) Information

Applicant's Name(s): _____

Contact Person (if applicant is an organization): _____

Date of Birth: _____ Driver's License # & State: _____

Business License #: _____

Mailing Address: _____

City/County: _____ State: _____ Zip: _____

Physical Address of Responsible Person: _____

City/County: _____ State: _____ Zip: _____

Home Phone: _____ Office Phone: _____

Fax Number: _____ Mobile Phone: _____

Email Address: _____

Relationship to Event: _____

Sponsor of Assembly

Name of Public Assembly (used for file identification): _____

Location of Public Assembly: _____ Parcel#4716-_____

Description of Public Assembly Activities: _____

Sponsor: Individual Proprietorship Partnership Corporation Association

Primary contacts (during event):

Name: _____ Name: _____

Mobile: _____ Mobile: _____

Event Coordinator Signature _____

Check if applicant is not employed with sponsoring organization

Note: The name, age, residence and mailing address of the person making the application (where the person making the application is a partnership, corporation or other associations, this information shall be provided for all partners, officers and directors or members. Where the person is a corporation, a copy of the articles of incorporation shall be filed and the named and addresses shall be provided of all shareholders having financial interest greater than \$500.00. Attached additional pages, if necessary.

Applicant(s) must submit all required documents, approvals and other State or County permits that are required.

Event Information

Name of the event: _____

On what date(s) will the Public Assembly occur? _____

What are the hours of the actual event? _____

Will the Public Assembly require any assembly time prior to the actual event and/or disassembly time after the event? _____ If so, what are those hours? _____

How many people do you anticipate will take part in the Public Assembly? _____

Will the Public Assembly involve the use of fire, open flames or fireworks?

(Check One and initial) Yes _____ No

Will amplified sound be used during the Public Assembly?

(Check One) Yes No

If yes, what type and during which hours will amplified sound be emitted? _____

Will the Public Assembly use a tent or other temporary structure?

(Check One) Yes No

Will the Public Assembly involve the use of alcoholic beverages?

(Check One) Yes No

Description of Event in Detail (Please attach a separate page, if needed)

Number of participants expected _____ Number of event staff _____

Will staff have identifiers? (i.e. Identification Cards, Badges, Shirts, Etc.) Yes No

If so, give a description _____

Has this event been held in the past? Yes No

Attach a detailed explanation, including where applicable a scaled site plan drawings, of the premises to provide for the following:

Police & Fire Safety (such as but not limited to traffic control, traffic management, security personnel & Fire Code compliance)

Food & Water Supply Facilities- Proof of application with County Health Dept.) Specifics if alcohol is being served.

Health & Sanitation Facilities –Identify accessible facilities on Site Plan

Medical Facilities & Services, Including Emergency Vehicles & Equipment (including onsite medical staff)

Vehicle Access & Parking Facilities Site- Plan, Scalable, Depicting layout of all proposed areas & uses (same as A).

Camping & Trailer Facilities

Illumination of site = Provide source of power, Type of lighting & wiring Method (photometric study at property lines)

Communication – How will communication between operator and staff occur?

Noise Control & Abatement

Facilities for Clean U & Waste Disposal

Insurance & Bonding Arrangements

Evidence of Admission Required YES _____ NO _____

Does this event involve the use or storage of any hazardous or flammable liquids or materials (e.g. fuels)?

Will this event possibly affect the surrounding neighborhood with noise, increased traffic, trash or excessive lighting?

Does this event include the use of livestock or other non-domestic animals?

Will the event have signage advertising or identifying the event either at the event site or within the public right-of-way? If yes a separate Green Oak Charter Township building permit will be required.

Applicant Agreement and Waiver of Liability:

I, the undersigned, will indemnify, defend and hold harmless, Green Oak Charter Township its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims of damages, demands or judgments to any person or property which may result now or in the future from conduct of this event. The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made. The undersigned agrees to pay all required fees and charges and will abide by all the rules and procedures presented therein and non-compliance may result in denial of current or future events.

Signature of Applicant/ Person designated

Date

Payment is due at the time of application submittal. All fees are non-refundable.

GREEN OAK CHARTER TOWNSHIP FIRE DEPARTMENT EVENT FIRE CODE PERMIT REQUIREMENTS

The Green Oak Charter Township Fire Department will consider a request for issuance of a tent, canopy or concessions permit provided all information submitted meets the minimum requirements of the Township's Fire Code.

SUBMITTAL PROCESS

The application packet must be submitted no less than 21 days prior to the even date. The application packet is assembled by the applicant and must include the following:

Event Fire Code Permit Application Form

Schematic site plan of the tent or canopy location on the property, including number of tables, dance floors, stages, displays, fire extinguishers, exits, no smoking signs and exit signs.

Certificate of flame resistance for tent, canopy or drapery materials.

Check or money order (no cash) for \$25.00 payable to the Green Oak Charter Township Fire Department.

Submit all documents to Green Oak Charter Township Clerk's Office.

CONCESSION TENT & CANOPY – FIRE PREVENTION CHECKLIST

All cooking vendors are required to have at least one extinguisher. Extinguisher requirements:

At least one fully charged class ABC extinguisher with a minimum of a 4A40BC rating.

Extinguisher must be located within 30 feet of any commercial cooking equipment.

Extinguisher should be mounted on a visible elevated bracket, not set on ground.

If cooking equipment produces grease-laden vapors (i.e., grills, fryers, etc.) in addition to the above the operation must have:

At least one fully charged Class K rated portable extinguisher.

The Class K extinguisher must be located within 30 feet of the grease laden vapor equipment.

An approved UL 300 wet chemical fire suppression system is required to be present in the hood of all grease laden vapor producing equipment.

Compressed gas requirements:

1. LP/Propane cylinders must be properly secured and remain secured by one of the following methods:
 - a. Nested and secured by one or more restraints.
 - b. Secured by one or more restraints to a fixed object.
2. Minimum 10 foot clearance from any trash or combustible materials.
3. Less than 500 lbs. water weight tanks require a minimum separation of 10 feet from any canopy and cannot be located in a public way.
4. More than 500 lbs. water weight tanks require a minimum separation of 25 feet from any canopy and cannot be located in a public way.

Generator requirements:

The use of single gasoline fired portable generators is prohibited. Equipment requiring portable electrical power (if utility service is not available) shall be supplied by a trailer mounted generator unit.

Special Transitory Food Unit – Fire Prevention Checklist

Extinguisher requirements:

1. At least one fully charged class ABC extinguisher with a minimum of a 4A40BC rating.
2. Extinguisher must be located within 30 feet of any commercial cooking equipment.
3. Extinguisher should be mounted on a visible elevated bracket, not set on ground.

If cooking equipment produces grease-laden vapors (i.e., grills, fryers, etc.) in addition to the above the operation must have:

4. At least one fully charged Class K rated portable extinguisher.
5. The Class K extinguisher must be located within 30 feet of the grease laden vapor equipment.

*If the cooking system produces grease laden vapors required to be exhausted through a commercial kitchen exhaust hood and duct system (including a temporary mobile unit) in addition to the above the operation requires **a commercial kitchen exhaust hood and duct system with automatic fire suppression and current proof of inspection.***

Compressed gas requirements:

LP/Propane cylinders must be properly secured and remain secured by one of the following methods:

- a. Nested and secured by one or more restraints.
- b. Secured by one or more restraints to a fixed object.

Minimum 10 foot clearance from any trash or combustible materials.

Less than 500 lbs. water weight tanks require a minimum separation of 10 feet from any canopy and cannot be located in a public way.

More than 500 lbs. water weight tanks require a minimum separation of 25 feet from any canopy and cannot be located in a public way.

Egress and Emergency Access:

The placement of the concession operation shall not interfere with fire lane, fire break, fire hydrant or egress/exit access of any proximate structures.

INSPECTION PROCESS

Do not begin installation until your application and floor plans have been approved.

Upon initial approval an inspection will be scheduled. A representative from the applicant's company must be present. The inspection will consist of the following:

1. Verification of tent/canopy/operation location and layout.
2. Verification of fire extinguisher and no smoking signs.
3. Verification of aisle widths.
4. Verification of exits, egress, signage and emergency lighting.

Your Resource Partner in Keeping
Green Oak Charter Township Safe
Fire, Planning and Building Departments

TENTS POLICY

Effective May 1, 2015

- A. Temporary Permit is required if the tent is in use less than 180 days.

I. WHEN IS A PERMIT REQUIRED FOR A TENT?

The Green Oak Township Fire Code and Michigan Building Code contain regulations governing the erection of tents in excess of 400 square feet. Therefore, a permit is required for any tent exceeding this limitation prior to the tent's placement. (See Sections 2403 IFC and 3103 MBC) Contact the Fire Marshal at 810-231-3663.

II. WHAT CODES/REGULATIONS ARE APPLICABLE?

All work performed must be in accordance with the Green Oak Charter Township Ordinances, the Michigan Building Code, and all other applicable laws and ordinances. Contact the following agencies: Fire Prevention – 810-231-3663, or Building Department – 810-231-1333

III. HOW DO I OBTAIN A PERMIT?

Complete an application for a permit and submit three copies of plans for review to the Fire Marshal at 10001 Silver Lake Road, Brighton, MI 48116 at least 21 days before the proposed date of erection. It is the responsibility of the Tent Installer to obtain the required permits. The permit fee shall be due when the permit application has been approved. The Installer must allow for 48 hours' notice to schedule inspections. Inspections are to be scheduled during regular working hours.

The application and plans shall include the following information:

- 1) Permit Application. Complete applicable portions, including section entitled "Other", indicating:
 - a) Intended use (food service; assembly-dance and band, auditorium seating w/stage or w/o stage, exhibition/display or retail sales etc.) If retail sales what type of merchandise.
 - b) Date of erection
 - c) Date(s) of occupancy
 - d) Date tent will be dismantled

- 2) Plot Plan - Drawn to scale showing:
 - a) Size of tent(s)
 - b) Distances to other structures
 - c) Location on the property, including distances from property lines

3) Additional Requirements:

- a) Fabric flame resistance certificate in accordance with NFPA 701
- b) Staking/tie-down information – How far from tent walls stake will be located
- c) The tent installer must verify that the tie down is capable to resist an uplift of at least 10 psf net of horizontal tent area. The proposed type of anchoring system; such as stakes, ballasted plates or concrete blocks can be used pending proof that loading can be achieved.
- d) Seating layout, aisle widths, path of travel and other requirements as applicable, per the MI Building Code
- e) Tent Installer must clearly indicate if a tent(s) is being located in a space with limited access, such as a roof or courtyard, and must verify that adequate occupant egress and emergency vehicle access will be available.
- f) Side panels (if any, see a) above) and exit information, such as will the exits be draped, open at all times, walk through strip panels etc.
- g) Note on the plans instructing the owners to evacuate the tents, if necessary, when wind speed meets or exceeds 40 MPH.

IV. WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?

The aforementioned agencies will review the application. If any of the agencies has questions or comments, they will contact the person listed on the application.

Upon receipt of the necessary plan revisions and issuance of an approval, the applicant will be notified that the permit is ready and the permit fee will be due. (Fees are based on a monthly/square footage basis.)

NOTE: Tents to be used for a circus, menagerie, carnival, or similar form of public entertainment or special event are subject to the provisions of Chapter XX of the Green Oak Charter Township Code and shall not be approved without written approval from the Township Board. Tents for that are part of a Special Events application shall be used for only those uses and locations, depicted on the plans provided and approved under the Special Events permit. These tents still require Tent Permits as described above.

V. WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?

All tents shall be erected in accordance with the approved plans, the Green Oak Charter Township Ordinance Code, MI Building Code, and other applicable ordinances. The permit will expire after the date stated for dismantling of the tent.

VI. INSPECTIONS REQUIRED (24-hour minimum notice)

Tent Installer should be responsible to call for the required inspections when the work is ready.

Fire Prevention Bureau – 810-231-3663

IF INSPECTIONS ARE REQUESTED DURING OTHER THAN NORMAL WORKING HOURS, THE PARTY REQUESTING INSPECTIONS SHALL BE RESPONSIBLE FOR THE INSPECTION COSTS INCURRED. AN INSPECTION REQUEST FORM MUST BE SIGNED BEFORE A CERTIFICATE OF INSPECTION IS ISSUED.

Chapter 24 - SPECIAL EVENTS¹¹

Footnotes:

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Editor's note— Ord. No. 07-2015, §§ 1, 2, effective Aug. 30, 2015, amended Ch. 24 in its entirety to read as herein set out. Former Ch. 24, §§ 24-1—24-3, 24-31—24-39, pertained to outdoor assemblies and derived from Ord. No. 91, §§ 1—12, adopted July 17, 1996.

ARTICLE I. - IN GENERAL

Sec. 24-1. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Attendant means any person who obtains admission to a special event or special event by the payment of money, or the rendering of services in lieu of the payment of money for admission, or who attends the special event without payment of money.

Licensee means any person to whom a license is issued pursuant to this article.

Special event means any event, gathering, or aggregation of persons, promoted or conducted in order to encourage the gathering of 150 or more people at a specified location, all or any part of which includes any ceremony, show, demonstration, exhibition, dance, pageant, party, circus, concert, sporting event, musical festival, peace festival, carnival, or other exhibition. A "special event" does not include such events as weddings, graduation parties, and parties or events of similar nature. A "special event" shall be deemed to be an extraordinary occurrence or condition which could affect the public health, safety or welfare in the Township, and shall be subject to the provisions of Ordinance No. 110. Such term does not mean an event:

- (1) Which is conducted or sponsored by a government unit or agency on publicly owned land or property which will not, in the judgment of the Township Board, utilize or draw upon the health, sanitation, fire, police, transportation, utility and other public services regularly provided by the Township;
- (2) Which is conducted or sponsored by an entity qualifying for tax exempt status under Section 501(c)(3) of the Internal Revenue Code of 1954 (26 USC 501(c)(3), as incorporated by reference in the income tax act of 1967, section 201 of Public Act No. 281 of 1967 (MCL 206.201)), which will not, in the judgment of the Township Board, utilize or draw upon the health, sanitation, fire, police, transportation, utility and other public services regularly provided by the Township; or
- (3) Held entirely within the confines of a permanently enclosed and covered structure which will not, in the judgment of the Township Board, utilize or draw upon the health, sanitation, fire, police, transportation, utility and other public services regularly provided by the Township.

Sponsor means any person who organizes, promotes or conducts, or causes to be conducted, a special event. The sponsor shall be the person to whom the license is issued.

(Ord. No. 07-2015, § 1, eff. 8-30-2015)

Sec. 24-2. - Findings.

The Township Board finds and declares that the interests of the public health, safety and welfare of the citizens of the Township require the regulation, licensing and control of assemblages of large

numbers of people in excess of those normally drawing upon the health, sanitation, fire, police, transportation, utility and other public services regularly provided by and in the Township.

(Ord. No. 07-2015, § 1, eff. 8-30-2015)

Sec. 24-3. - Violations.

- (a) It shall be a violation for a licensee, or his employee or agent, to knowingly:
- (1) Advertise, promote or sell tickets to conduct or operate a special event without first obtaining a license as provided in this chapter.
 - (2) Conduct or operate a special event in such a manner as to create a public or private nuisance.
 - (3) Conduct or permit, within a special event, any obscene display, exhibition, show, plan, entertainment or amusement.
 - (4) Permit any person on the premises to cause or create a disturbance in, around or near the special event by obscene or disorderly conduct.
 - (5) Permit any person to unlawfully consume, sell or possess intoxicating liquor while on the premises.
 - (6) Permit any person to unlawfully use, sell or possess any narcotics, narcotic drugs, drugs or other substances as defined in article 7 of Public Act No. 368 of 1978 (MCL 333.7101 et seq.).
- (b) Classes of violations are as follows:
- (1) A violation of subsection (a)(1) or (a)(2) of this section shall be a civil infraction pursuant to section 1-11
 - (2) A violation of subsections (a)(3)—(a)(6) of this section shall be a misdemeanor, punishable pursuant to section 1-11

(Ord. No. 07-2015, § 1, eff. 8-30-2015)

Secs. 24-4—24-30. - Reserved.

ARTICLE II. - LICENSE

Sec. 24-31. - Required.

A person shall not sponsor, operate, maintain, conduct or promote a special event in the Township unless the person shall have first made application for, and obtained, as prescribed in this article, a license for each such special event. The applicant shall state under oath or affirmation such facts, as may be required for, or applicable to, the granting of a license.

(Ord. No. 07-2015, § 2, eff. 8-30-2015)

Sec. 24-32. - Application.

A complete application, including all required information for a license to conduct a special event, must be made in writing on such forms and in such manner as prescribed by the Township, and shall be made at no later than 90 days prior to the date of the proposed special event. The application shall be submitted to the Township supervisor. Failure to submit a complete application containing all of the required information in the time period set forth herein shall result in an automatic denial of the license. Each application shall be accompanied by a non-refundable fee as set by resolution of the Township

Board. The application shall be distributed to the Police Department, Fire Department, Zoning Department and Building Department for review. The application shall include the following information, at a minimum:

- (1) Name, age, residence and mailing address of the person making the application. Where the person making the application is a partnership, corporation or other association, such information shall be provided for all partners, officers and directors or members. Where the person is a corporation, a copy of the articles of incorporation shall be filed, as well as evidence that the corporation remains in good standing in the state in which it is incorporated, and the names and addresses shall be provided of all shareholders having a financial interest greater than \$500.00.
- (2) A statement of the kind, character and type of the proposed special event.
- (3) Address, legal description and proof of ownership of the site at which the proposed special event is to be conducted. Where ownership is not vested in the prospective licensee, the person shall submit an affidavit from the owner indicating his consent to the use of the site for the proposed special event.
- (4) Dates and hours during which the proposed special event is to be conducted.
- (5) An estimate of the maximum number of attendants expected at the special event for each day the special event is conducted and a detailed explanation of the evidence of admission which will be used and of the sequential numbering or other method which will be used for accounting purposes.
- (6) Certification of approvals of other governmental entities including the Livingston County Road Commission and Livingston County Health Department, where applicable.

(Ord. No. 07-2015, § 2, eff. 8-30-2015)

Sec. 24-33. - Plans and maps required.

- (a) Each application shall be accompanied with specific information, including drawings and diagrams where applicable, of the prospective licensee's plans to provide for the following:
 - (1) Police and fire protection.
 - (2) Food and water supply and facilities.
 - (3) Health and sanitation facilities.
 - (4) Medical facilities and services, including emergency vehicles and equipment.
 - (5) Vehicle access and parking facilities, and traffic control measures both on and off site.
 - (6) Camping and trailer facilities.
 - (7) Illumination facilities.
 - (8) Communications facilities.
 - (9) Noise control and abatement.
 - (10) Facilities for cleanup and waste disposal.
 - (11) Insurance and bonding arrangements.
 - (12) Any other information the Township determines is necessary to evaluate the specific application and the possible impact of the special event on the public health, safety and welfare.
- (b) In addition, the application shall be accompanied by a map of the overall site of the proposed special event.

(Ord. No. 07-2015, § 2, eff. 8-30-2015)

Sec. 24-34. - Application review and investigation.

Upon receipt of the application by the Township Supervisor, copies of the application shall be forwarded to the Township Chief of Police, the Township Fire Chief, the Zoning Administrator, the Township Building Official, the County Health Officer and such other appropriate individuals or entities the Township deems are necessary for an evaluation of the special event and its potential impacts on the public health, safety and welfare, including the Township's planning consultant, Township Engineer, and Township Attorney. The individuals shall review and investigate matters relevant to the application and, within 20 days of receipt thereof, shall report their findings and recommendations to the Township Supervisor. The applicant shall pay all costs and charges incurred by the Township in reviewing the application prior to issuance of any license.

(Ord. No. 07-2015, § 2, eff. 8-30-2015)

Sec. 24-35. - Decision; notice.

Within a reasonable time after receipt of a complete application and the recommendations required in section 24-34 above, the Township Supervisor will make a determination on the application, and may approve, approve with conditions or deny a license. The Township Supervisor may require that adequate security or insurance be provided before a license is issued. Where conditions are imposed as a prerequisite to the issuance of a license, or where a license is denied, within five days of such action, notice thereof will be mailed to the applicant by certified mail and, in the case of denial, the reasons for such denial shall be stated in the notice.

(Ord. No. 07-2015, § 2, eff. 8-30-2015)

Sec. 24-36. - Reasons for denial.

A license shall be denied if:

- (1) The applicant fails to comply with any or all requirements of this chapter or conditions imposed pursuant to this chapter, or with any other applicable provision of state or local law; or
- (2) The applicant knowingly made a false, misleading or fraudulent statement in the application or in any supporting document.
- (3) The license would violate the terms of a site plan governing the property;
- (4) The property or premises is in violation of any Township ordinances; or
- (5) The property owner is not current on all property taxes on the property where the special event is to take place.
- (6) The applicant or property owner is involved with pending/active litigation with the Township.

(Ord. No. 07-2015, § 2, eff. 8-30-2015)

Sec. 24-37. - Contents; posting; transferability.

(a) A license shall specify:

- (1) The name and address of the licensee;
- (2) The kind and location of the special event;

- (3) The maximum number of attendants permitted;
 - (4) The duration of the license; and
 - (5) Any other conditions imposed pursuant to this chapter.
- (b) The license shall be posted in a conspicuous place upon the premises of the special event, and shall not be transferred to any other person or location.

(Ord. No. 07-2015, § 2, eff. 8-30-2015)

Sec. 24-38. - Minimum requirements.

In considering an application, the Township Supervisor shall, at a minimum, require the following:

- (1) *Security personnel.* The licensee shall employ, at his own expense, such security personnel as are necessary and sufficient to provide for the adequate security and protection of the maximum number of attendants at the special event and for the preservation of order and protection of property in and around the site of the special event. No license shall be issued unless the Township Chief of Police is satisfied that such necessary and sufficient security personnel will be provided by the licensee for the duration of the special event. Security personnel shall be appropriately identified for the safety of the attendees of the special event.
- (2) *Water facilities.* The licensee shall provide potable water, sufficient in quantity and pressure to assure proper operation of all water-using facilities under conditions of peak demand. Such water shall be supplied from a public water system, if available, and if a public water system is not available, then from a source constructed, located and approved in accordance with part 127 of Public Act No. 368 of 1978 (MCL 333.12701 et seq.), and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable provision of state or local law, or from a source and delivered and stored in a manner approved by the county health officer.
- (3) *Restroom facilities.*
 - a. The licensee shall provide separate enclosed flush-type water closets as defined in Public Act No. 266 of 1929 (MCL 338.901 et seq.), and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable state or local law. If such flush-type facilities are not available, the county health officer may permit the use of other facilities which are in compliance with section 12771 of Public Act No. 368 of 1978 (MCL 333.12771), and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable provision of state or local law.
 - b. The licensee shall provide lavatory and drinking water facilities, constructed, installed and maintained in accordance with Public Act No. 266 of 1929 (MCL 338.901 et seq.), and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable provision of state or local law. All lavatories shall be provided with hot and cold water, and soap and paper towels. The number and type of facilities required shall be determined, on the basis of the number of attendants, in the following manner:

Facilities	Male	Female
Water closets	1:100	1:50
Urinals	Not over 50 percent substitution of required water closets	

Lavatories	1:150	1:150
Drinking fountains	1:1000	
Taps or faucets	1:500	

- c. Facilities required for the state barrier free design would be the same as set forth in subsection (3)b. of this section.
- d. Where special event is to continue for more than 12 hours, the licensee shall provide shower facilities, on the basis of the number of attendants, in the following manner:

Facilities	Male	Female
Showerheads	1:100	1:100

- e. All facilities shall be installed, connected and maintained free from obstructions, leaks and defects, and shall at all times be in operable condition as determined by the county health officer.
- (4) *Food service.*
- a. If food service is made available on the premises, it shall be delivered only through concessions licensed and operated in accordance with the provisions of part 129 of Public Act No. 368 of 1978 (MCL 333.12901 et seq.), and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable provision of state or local law.
 - b. If the special event is distant from food service establishments open to the public, the licensee shall make such food services available on the premises as will adequately feed the attendants.
- (5) *Medical facilities.* If the special event is not readily and quickly accessible to adequate existing medical facilities, the licensee shall be required to provide such facilities on the premises of the special event. The kind, location, staff strength, medical and other supplies and equipment of such facilities shall be as prescribed by the county health department and county ambulance department, or the Green Oak Charter Township Fire Marshal.
- (6) *Liquid waste disposal.* The licensee shall provide for liquid waste disposal in accordance with all of the rules and regulations pertaining thereto established by the county health officer. If such rules and regulations are not available or if they are inadequate, then liquid waste disposal shall be in accordance with the United States Public Health Service Publication No. 526, entitled, "Manual of Septic Tank Practice." If liquid waste retention and disposal is dependent upon pumpers and haulers, such pumpers and haulers shall be licensed in accordance with part 117 of Public Act No. 451 of 1994 (MCL 324.11701 et seq.), and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable provision of state or local law and, prior to the issuance of any license, the licensee shall provide the county health officer with a true copy of an executed agreement in force and effect with a licensed pumper or hauler,

which agreement will assure proper, effective and frequent removal of liquid wastes from the premises so as to neither create, nor cause a nuisance or menace to the public health.

- (7) *Solid waste disposal.*
 - a. The licensee shall provide for solid waste storage on, and removal from, the premises. Storage shall be in approved, covered, fly tight and rodent proof containers, provided in sufficient quantity to accommodate the number of attendants. Prior to issuance of any license, the licensee shall provide the county health officer with a true copy of an executed agreement in force and effect with a licensed refuse collector, which agreement will assure proper, effective and frequent removal of solid waste from the premises so as to neither create, nor cause a nuisance or menace to the public health.
 - b. The licensee shall implement effective control measures to minimize the presence of rodents, flies, roaches and other vermin on the premises. Poisonous materials, such as insecticides or rodenticides, shall not be used in any way so as to contaminate food or equipment, or otherwise constitute a hazard to the public health. Solid waste containing food or water shall be stored so as to be inaccessible to vermin. The premises shall be kept in such condition as to prevent the harborage or feeding of vermin.
- (8) *Public bathing beaches.* The licensee shall provide, or make available or accessible, public bathing beaches only in accordance with part 125 of Public Act No. 368 of 1978 (MCL 333.12541—333.12546), and in accordance with any other applicable provision of state or local law.
- (9) *Public swimming pools.* The licensee shall provide or make available public swimming pools only in accordance with part 125 of Public Act No. 368 of 1978 (MCL 333.12521—333.12534), and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable provision of state or local law.
- (10) *Access and traffic control.* The licensee shall provide for ingress to, and egress from, the premises so as to ensure the orderly flow of traffic onto and off of the premises. Access to the premises shall be from a highway or road which is a part of the county system of highways or which is a highway maintained by the county or state. Traffic lanes and other space shall be provided, designated and kept open for access by ambulance, fire equipment, helicopter and other emergency vehicles. Prior to the issuance of a license, the Township Chief of Police must approve the licensee's plan for access and traffic control.
- (11) *Parking.* The licensee shall provide a parking area sufficient to accommodate all motor vehicles, but in no case shall the licensee provide less than one automobile space for every four attendants. There shall be no use of the public right-of-way for the parking or stacking of any vehicles.
- (12) *Camping and trailer parking, and facilities.* A licensee who permits attendants to remain on the premises between the hours of 2:00 a.m. and 6:00 a.m. shall provide for camping and trailer parking, and facilities in accordance with part 125 of Public Act No. 368 of 1978 (MCL 333.12501—333.12516), and the rules and regulations adopted pursuant thereto, and in accordance with any other applicable provision of state or local law.
- (13) *Illumination.* The licensee shall provide electrical illumination of all occupied areas that is sufficient to ensure safety and comfort of all attendants. The licensee's lighting plan shall be approved by the building and zoning official.
- (14) *Insurance.* Before the issuance of a license, the licensee shall obtain public liability insurance with limits as set from time-to-time by resolution of the Township Board and property damage insurance with a limit as set from time-to-time by resolution of the Township Board from a company approved by the commissioner of insurance of the state, which insurance shall insure liability for death or injury to persons or damage to property which may result from the conduct of the special event or conduct incident thereto and which insurance shall remain in full force and effect in the specified amounts for the duration of the license. The evidence of insurance

shall include an endorsement to the effect that the insurance company shall notify the clerk of the Township in writing at least ten days before the expiration or cancellation of such insurance.

- (15) *Performance guarantee.* Before the issuance of a license, the licensee shall post cash or an irrevocable automatically renewing letter of credit in an amount set from time-to-time by resolution of the Township Board, in a form to be approved by the Township Attorney, to ensure the licensee's faithful compliance with all of the terms and provisions of this chapter and all applicable provisions of state or local law.
- (16) *Indemnification.* The licensee shall indemnify the Township, its agents, officers, employees, and consultants and the Township Board against any and all loss, injury or damage whatsoever arising out of, or in any way connected with, the special event and which shall indemnify the owners of property adjoining the special event site for any costs attributable to cleaning up and/or removing debris, trash or other waste resulting from the special event.
- (17) *Fire protection.* The licensee shall, at his own expense, take adequate steps as determined by the Township Fire Chief to ensure fire protection.
- (18) *Sound-producing equipment.* Sound-producing equipment, including, but not limited to, public address systems, radios, phonographs, musical instruments and other recording devices, shall not be operated on the premises of the special event so as to be unreasonably loud or raucous, or so as to be a nuisance or disturbance to the peace and tranquility of the citizens of the Township, and shall comply with the Township's Noise Ordinance.
- (19) *Communications.* The licensee shall provide public telephone equipment for general use on the basis of at least one unit for each 1,000 attendants.
- (20) *Removal.* The licensee shall remove all items used or constructed for the special event within 15 days after the conclusion of the special event. Failure to timely remove shall be a violation of this chapter. Failure to timely remove shall result in the licensee being prohibited from future special event consideration.
- (21) *Miscellaneous.* Prior to issuance of a license, the Township Supervisor may impose any other conditions reasonably calculated to protect the health, safety, welfare and property of attendants or the citizens of the Township. The Township Supervisor may waive any conditions or requirements of this chapter upon finding that the conditions of this chapter are not required for the intended event to protect the health, safety, welfare and property of attendants or the citizens of the Township.

(Ord. No. 07-2015, § 2, eff. 8-30-2015)

Sec. 24-39. - Term of license.

The Township Supervisor shall, when considering the application for a license, determine the specific term of the license. Generally, a license shall only be issued for the specific period of time set forth in the application. However, where the special event is a recurring event on an annual basis, and the applicant has demonstrated through its actions that the applicant has complied with all ordinance requirements, this chapter, and all requirements of any previous license, and that the special event has not negatively impacted the public health, safety and welfare, the Township Supervisor may, in his/her sole discretion, grant a license for a period not to exceed three years, with specific dates and times that the approved special event can occur during that extension.

(Ord. No. 07-2015, § 2, eff. 8-30-2015)

Sec. 24-40. - License refusal.

Any person whose initial request for a license is denied shall have the right to a hearing before the Township Board provided a written request therefor is filed with the Township Supervisor within ten days

following such denial. The Township Board shall have the right to affirm the denial of the license, or the Township Board may grant the license, or grant the license with conditions, after hearing.

(Ord. No. 07-2015, § 2, eff. 8-30-2015)

Sec. 24-41. - Certification of other governmental agencies.

In all cases where the certification of any other governmental agency, including but not limited to the Livingston County Health Department, is required prior to the issuance of any license by the Township Supervisor, such certification shall be submitted at the time of application for a license to the Township. No license shall be issued by the Township Supervisor until other required governmental approvals are obtained and proof of such approval is presented to the Township Supervisor.

(Ord. No. 07-2015, § 2, eff. 8-30-2015)

Sec. 24-42. - Inspection.

The police chief, police officers, fire chief, fire department personnel, building official, ordinance enforcement officers or other authorized inspectors or personnel from the Township and the Livingston County Health Department shall have the right from time to time to make inspection of the licensed special event for the purposes of determining that the provisions of this chapter are fully complied with. It shall be unlawful for any licensee to fail to allow any such inspection officer access to the premises or to hinder such officer in any manner.

(Ord. No. 07-2015, § 2, eff. 8-30-2015)

Sec. 24-43. - Transferability.

No license issued under the provisions of this chapter shall be transferable unless specifically authorized by the provisions of this chapter. No licensee shall, unless specifically authorized by the provisions of this chapter, transfer or attempt to transfer his or her license to another, nor shall he or she make any improper use of the same.

(Ord. No. 07-2015, § 2, eff. 8-30-2015)

Sec. 24-44. - Revocation.

The Township Supervisor may revoke a license whenever the licensee, or his employee or agent, fails, neglects or refuses to fully comply with any and all provisions and requirements set forth in this chapter, or with any and all provisions, regulations, ordinances, statutes or other laws incorporated in this chapter by reference.

(Ord. No. 07-2015, § 2, eff. 8-30-2015)

Sec. 24-45. - Unlawful to sponsor or participate in an special event without a license.

It shall be unlawful for any person to sponsor an special event unless a license has been issued for the special event, or for any person to participate in such an special event with the knowledge that the sponsor of the special event has not been issued the required license or with the knowledge that a license has been issued and subsequently revoked.

(Ord. No. 07-2015, § 2, eff. 8-30-2015)

Sec. 24-46. - Violations and penalty violations.

Violation of a provision of this article is a municipal civil infraction, unless otherwise specified herein. In addition, a violation of this article is hereby declared to be a nuisance per se and the Township specifically reserves the right to proceed in any court of competent jurisdiction for the purpose of obtaining an injunction, restraining order, or other appropriate remedy to compel compliance with this article. Every day on which any violation of this article continues, constitutes a separate offense and shall be subject to penalties and sanctions as a separate offense.

(Ord. No. 07-2015, § 2, eff. 8-30-2015)

Sec. 24-47. - Exemptions.

- (a) The provisions of this article shall not apply to any agency of the United States of America, the State of Michigan, or any political subdivision thereof. Homeowner Association events shall be excluded if they are conducted within the confines of the development.
- (b) The time limits prescribed above for the filing of a license application may be waived by the Township Supervisor, in his/her sole discretion, if the applicant can demonstrate that the proposed special event is for the purpose of spontaneous communication of topical ideas that could not have been foreseen in advance of the required time period or that circumstances beyond the control of the applicant prevented timely filing of the application.

(Ord. No. 07-2015, § 2, eff. 8-30-2015)

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____

INITIAL IF THE FOLLOWING HAS BEEN RECEIVED:

- APPLICATION FEE OF \$250.00
- EXPLANATION OF POLICE PROTECTION
- EXPLANATION OF FIRE PROTECTION
- EXPLANATION OF FOOD & WATER SUPPLIES & FACILITIES
- EXPLANATION OF HEALTH & SANITATION FACILITIES
- EXPLANATION OF MEDICAL FACILITIES & SERVICES
- EXPLANATION OF VEHICLE ACCESS & PARKING FACILITIES
- EXPLANATION OF CAMPING & TRAILER FACILITIES
- EXPLANATION OF ILLUMINATION FACILITIES
- EXPLANATION OF COMMUNICATIONS FACILITIES
- EXPLANATION OF NOISE CONTROL & ABATEMENT
- EXPLANATION OF FACILITIES FOR CLEAN UP & WASTE DISPOSAL
- EXPLANATION OF INSURANCE & BONDING ARRANGEMENTS
- EXPLANATION OF EVIDENCE OF ADMISSION
- MAP OF OVERALL SITE OF THE PROPOSED SPECIAL EVENT

FOR OFFICE USE ONLY

TOWNSHIP SUPERVISOR SIGNATURE

DATE

ATTACHED
CHIEF OF POLICE SIGNATURE
 CHECK IF FINDINGS/RECOMMENDATIONS

DATE

ATTACHED
CHIEF OF FIRE DEPARTMENT SIGNATURE
 CHECK IF FINDINGS/RECOMMENDATIONS

DATE

ATTACHED
BUILDING OFFICIAL'S SIGNATURE
 CHECK IF FINDINGS/RECOMMENDATIONS

DATE

ATTACHED
ZONING ADMINISTRATOR'S SIGNATURE
 CHECK IF FINDINGS/RECOMMENDATIONS

DATE

ATTACHED
LIVINGSTON COUNTY HEALTH OFFICER SIGNATURE (IF NEEDED)
 CHECK IF FINDINGS/RECOMMENDATIONS

DATE